

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Administrative Assistant I and II
DEPARTMENT: Various
REPORTS TO: Various

SALARY GRADE: 12 & 13
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

These broad administrative classes provide support to department staff; assist the general public and City staff in other departments with various requests, inquiries or problems; serves as back up to other staff as needed. Assignments in these classes vary by department.

ESSENTIAL JOB FUNCTIONS: *(Functions vary with assignment/department, not all functions performed by all incumbents)*

Functions typically assigned at the Administrative Assistant I level:

Receives and greets all visitors including vendors, clients, job candidates, customers and other visitors having business with department; assists, provides instructions or directs to other departments if appropriate.

Provides telephone reception services to the general public and/or staff; assists callers or routes to appropriate staff.

Performs basic office and clerical duties such as making copies, sending and receiving faxes; distributing faxes to appropriate staff/department, and obtaining signatures on documents as needed.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail and packages including FedEx and UPS.

Enters various data/information into database(s) related to department functions or activities; updates database(s) as needed.

Formats and types letters, memos, forms, labels, agendas, notices, reports, or other correspondence and proofs correspondence and related documents of staff.

Organizes and maintains various filing systems and manuals.

Generates purchase orders, to include: preparing requisitions and invoices; requesting forms for vendors; coordinating orders; receiving and reconciling shipments with purchase orders; ordering and maintaining supplies; maintaining vendor files; coordinating equipment maintenance and repairs; and copying, sorting and/or filing information.

Prepares employee time sheets and time cards for payroll.

Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas.

Maintains inventory of department supplies.

Operates and performs routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Functions typically assigned at the Administrative Assistant II level, in addition to the tasks above:

Receives/resolves citizen complaints.

Attends meetings as requested, prepares agendas, and takes minutes; may participate in meeting and brief supervisor on results of meetings.

Administers in-house departmental programs such as licensing administration in Planning and Community Development, training and red-light citations in Police, and facility rental/permitting in Recreation.

Performs accounting functions which may include: receiving payments, preparing invoices, completing timesheets, processing expense reports, managing petty cash, forwarding invoices to accounting for payment, reconciling bank statements and department accounts, preparing check requests.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Completes special projects as assigned by supervisor in support of department goals.

Assists in the formulation of the budget, including: preparing forms; typing, calculating, and coordinating completion of budget; maintaining/tracking budget accounts/records throughout year; balancing and reconciling budget; preparing quarterly financial reports; and processing invoices.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Administrative Assistant I

High School Diploma or equivalent; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Administrative Assistant II

High School Diploma or equivalent; and,

Two to three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

NCIC Certification required depending upon assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Record keeping, report preparation, filing methods and records management techniques.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Administrative Assistant II – Additional Requirements

Basic budgetary principles and practices.

Principles and practices of basic accounting.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operation and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of people.

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.